

2013/2014 Renewal Instructions

The renewal forms for Commercial Driving Schools are included in renewal information email.

- **The deadline to submit the complete renewal packet is October 1, 2012.**
- With promulgation of the new Title 55 rules, the renewal period and duration of the license has changed from one year to two years.
- The new background check system utilized by State Police has added additional processing time for background checks.
- Owners and Instructors must have a background check performed.
- Any employee of the driving school responsible for the supervision of the students at any time must have a background check. Employees include receptionists, office managers, etc.
- Submit separate fees for background check (\$26.00 per instructor or employee). **No company or personal checks will be accepted.**
- **Company and personal checks will be returned with the entire renewal packet for certified fees.**
- Make fees payable to LA Department of Public Safety.
- Incomplete renewal packets **will** result in the license renewal being delayed or denied.

Renewal Application Page One:

- **Each school location will have its own renewal application form. Print both pages of the renewal application for each location.** (The Renewal Application form consists of two pages.)
- First page of the renewal form, list all of the information required for the school location i.e. school name, addresses, contact, etc.
- Indicate each location as a Main Location, Satellite Location (additional location) or Temporary Location (locations at hotels or other facilities, etc.)
- The bottom half of the first page is to indicate which vehicles are utilized at each location to conduct Behind The Wheel instruction and Road Skills Tests.
- Certificates of Auto Liability Insurance (minimum of \$500,000.00 single occurrence) with the vehicle information included. (Must list the Office of Motor Vehicles Attn: Training & Certification Unit as the Certificate Holder or Additional Insured)
- Certificates of General Liability Insurance with the limits of \$1,000,000.00 must be submitted with the renewal application. (Must list the Office of Motor Vehicles Attn: Training & Certification Unit as the Certificate Holder or Additional Insured).

School Fees: (fees shown are for two years per location)

\$50.00 – Driving School License
\$100.00 – Third Party Certification
Total of \$150.00 for School and TPT Certification

A Non-Third Party Tester School Location is \$50.00 for the School License fee.

No company or personal checks will be accepted. Company and personal checks will be returned for certified fees. Make fees payable to LA Department of Public Safety.

Renewal Application Page Two:

- **Each school must have at least one instructor who is also a TPT examiner.**
- List all the existing instructors (**neatly print or type instructor names**) on the renewal application. **(Do not list New Instructors on the renewal application. New instructors will require a separate new instructor application packet).**
- Mark the services each instructor performs for the school.
- Each instructor must answer the question regarding criminal activity since the last renewal and **must sign** after the yes or no answer. Missing signatures will be considered incomplete and the renewal application packet will be returned.
- The owner must sign to verify completion of renewal.
- Page two must be notarized.

School Instructors/Examiners: (fees shown are for two years)

Fees for each instructor - \$20.00

Fees for each instructor who is also a TPT examiner - \$70.00

Do not add these two fees together. It is either \$20.00 or \$70.00 per instructor.

No company or personal checks will be accepted. Company and personal checks will be returned for certified fees. Make fees payable to LA Department of Public Safety.

As per the new Title 55, fees are non-refundable and non-transferrable.

Mail the complete renewal packet to:

Office of Motor Vehicles
Attn: Training & Certification Unit
P O Box 64886
Baton Rouge, LA 70896-4886

RENEWAL CHECK LIST – Commercial Driving Schools

Included	Documents
	Renewal Application – Page 1
	Form complete with all information filled out.
	Vehicle/s listed for BTW driving instruction & Third Party Testing
	Instructor/Examiner Renewal Application – Page 2
	All instructors included – names typed or neatly printed
	All instructors answered and <u>SIGNED</u> application
	Owner's signature and notarization of the form
	Other Documents
	Background check forms – Authorization & Disclosure
	Auto & General Liability Insurance Certificates
	Fees – Choose the fees that apply to your school locations & instructors
	School & TPT location \$150.00 x _____ # of locations = \$
	School location (non-TPT) \$50.00 x _____ # of locations = \$
	Instructor & Examiner \$70.00 x _____ # of instructors = \$
	Instructor (non-TPT Examiner) \$20.00 x _____ # of instructors = \$
	Fees Included (Grand Total) \$
	Separate fees: (on a separate certified check)
	Background Check fee of \$26.00 per each instructor, owner or employee supervising students. All Background Check fees may be on one certified check.

Reminder:

No company or personal checks will be accepted. Company and personal checks will be returned for certified fees along with the entire renewal packet.

Make all fees payable to LA Department of Public Safety.